



Application Outreach Session





Today's Agenda

- Overview of AmeriCorps
- Application Process
- AmeriCorps Budgets
- Technical Assistance
- Questions





The Michigan Community Service Commission



The Michigan Community Service Commission utilizes service as a strategy to address the state's most pressing issues and empowers volunteers to strengthen communities.



The Michigan Community Service Commission



Administers These Programs:

- Michigan's AmeriCorps
- Mentor Michigan
- Volunteer Michigan
- Governor's Service Awards



Volunteer, Michigan.





Corporation for
**NATIONAL &
COMMUNITY
SERVICE** ★★ ★

www.nationalservice.gov

CNCS is the Federal Agency that administers all National Service Programs

- AmeriCorps
- Senior Corps
- Special initiatives & Days of Service
 - Volunteer Generation Fund

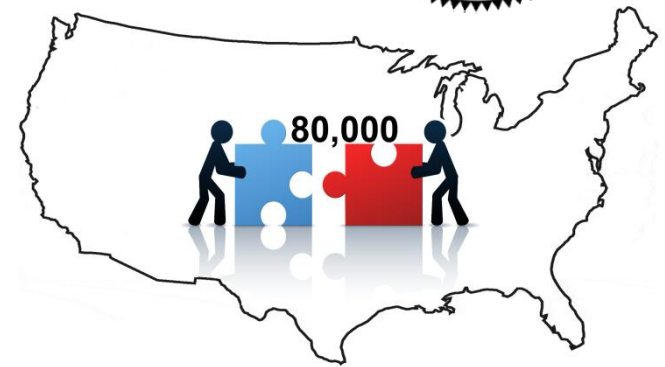




AmeriCorps at the National Level



- Administered by the Corporation for National and Community Service (CNCS)
- Established in 1993
- 75,000 AmeriCorps members serve each year nationwide
- Different AmeriCorps Programs
 - AmeriCorps State: MI AmeriCorps
 - AmeriCorps*VISTA
 - AmeriCorps National
 - AmeriCorps NCCC



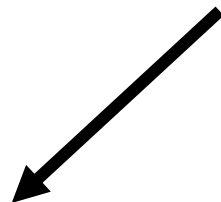


AmeriCorps Funding Source

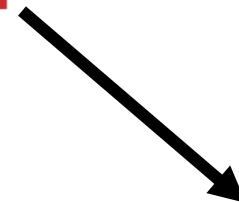
Federal Legislation



Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 



**National Competition
(Competitive)**



**State Formula
Competition**



Michigan's AmeriCorps Snapshot

- **31 Michigan's AmeriCorps programs in 2016-17, with approximately 1000 members.**
- **Members typically range in age from 18 to 70+. The average age is in the mid-twenties.**
- **Michigan's AmeriCorps members serve at more than 300 service sites.**





2016-17

Michigan's AmeriCorps Grantees

- Academic Allstars – Detroit
- AmeriCorps Urban Safety Program
- American Red Cross of West Central MI
- Charlevoix Emmet ISD
- Cherry Street
- City Year Detroit
- Detroit Youth Energy Squad
- Economic Opportunity Coaching
- Evidence Based Literacy Instruction
- Faith in Youth Partnership
- Family Literacy Program
- Flint Urban Safety Corps
- Goodwill Industries of Greater Grand Rapids
- Huron Pines
- Marquette-Alger RESA
- MI Coalition Against Homelessness
- MI College Access Network
- Michigan Education Corps
- MI Financial Opportunity Corps
- MI Habitat for Humanity
- Muskegon Land Bank Authority
- Playworks
- Power of We
- Public Allies
- Reformed Christian Church of America (RCA)
- SEEDS
- StemCorps -Saginaw County
- Superior AmeriCorps
- Teach for America- Detroit
- Together We Prepare – Red Cross
- Vets 211



Eligible Applicants

- **Educational Institutions**
- **Government/State Entities**
- **Nonprofit Organizations with a 501(c)3 status**
- **Must have been in existence for at least 3 years.**





What is AmeriCorps?

- **A National Service Program (commonly referred to as the domestic Peace Corps)**
- **Programs focus on community needs in one of six areas: Education, Disaster Preparedness, Veterans and Military Families, Environmental Stewardship, Healthy Futures, or Economic Opportunity.**
- **Members serve in programs and provide direct service and help organizations build capacity to address community needs.**





What does an AmeriCorps Program Look Like?

- **Legal Applicant**
- **Hire a Program Director**
- **Sites are Chosen**
- **Members selected and placed at sites**





What do AmeriCorps Programs Do?





Member Development

- **Training**
- **Supervision**
- **Civic Engagement**





Service Activities

Direct Service: To meet a compelling community need by providing a direct benefit that is valued by the community.

Capacity Building: Including volunteer recruitment and management.

Service activities must not duplicate the routine functions of existing staff and/or supplant or displace paid employees.





Strengthening Communities

- Increasing the capacity of organizations and sustainability of programs
- Meeting critical community needs
- Generating volunteers
- Involving the community & building partnerships





AmeriCorps is Not . . .

- **A staffing program**
- **A one person team**
- **Cheap labor**
- **A way to fund your organization**
- **A bricks & mortar grant**





Prohibited Activities

Members are prohibited from performing certain activities when counting member hours or while representing the AmeriCorps Program.

Members may participate in prohibited activities on their own time, at their own expense, and at their own initiative.

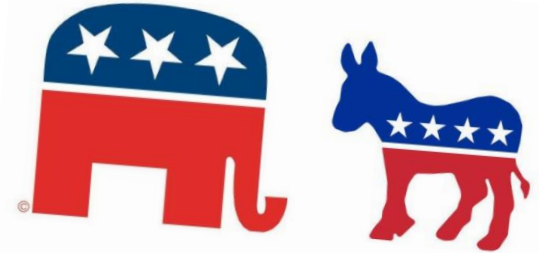
Members may not wear AmeriCorps service gear in such instances.





Prohibited Activities

- **Political**
- **Religious**
- **Benefiting for Profit Entities**
- **Voter Registration**
- **Abortion Services**
- **Other**
- **Some fundraising**





Program & Grant Size

- **Programs must request a minimum of 10 full-time members or equivalent (MSY).**
- **Target average federal cost per MSY \$13,830 or below.**
- **Grant size may be limited based on funding availability.**





2017-18 Funding Priorities

- **Disaster Services**
- **Economic Opportunity**
- **Education**
- **Environment**
- **Healthy Futures - Opioid Abuse**
- **Veterans and Military Families**
- **Governor & Mayor Initiatives**
- **Programming that Supports MBK**
- **Multi-Focus Intermediaries**
- **Safer Communities**
- **Evidence Based Int. Planning Grants**
- **Encore Programs**





Program Models

A program's design is determined by the applicant, and based on community need:



- **Single Site Model**
- **Multi-site Model**
 - **Local, Regional, Statewide**
- **Education Award Only Model**



Member Eligibility, Recruitment, & Selection

- **Members are recruited, selected, and trained by each program.**
- **Members must be at least 17, possess a high school diploma, GED (or agree to work toward it), or equivalent, and be a U.S. Citizen or legal resident alien.**
- **Members must meet any additional qualifications as determined by the program.**





Member Terms of Service

- **Members serve**
 - Full-time (1,700 hours within a 9-12 month period)
 - Half-time (900 hours)
 - Reduced Half-Time (675 hours)
 - Quarter-Time (450 hours)
 - Minimum-Time/Summer-Only (300 hours)
- **Members must complete a term of service within 12 months.**
- **Members can serve additional terms, up to the equivalent of 4 full terms of service and receive the equivalent of 2 full time education awards.**





Member Benefits

- **Living allowance**
 - Full-time \$12,630 (min) - \$24,930 (max)
 - Other member living stipends prorated
- **Health care (Full-time Only)**
- **Child care (Full-time Only)**
- **Loan Forbearance**
- **Training/Professional Dev.**





Education Award Levels

- **\$5,815 Full-time**
- **\$2,907.50 Part-time**
- **\$2,215.24 Reduced Half-time**
- **\$1,538.36 Quarter-time**
- **\$1,230.69 Minimum-time / Summer Only**





Other Requirements & Responsibilities

Programs Provide:

- 1 FTE Program Director
- Criminal history checks
- Host Site agreements
- Member agreement
- Grievance procedure
- Evaluation/ outcome measurement
- AmeriCorps identification (site & member)

Programs Also:

- Supervise sites
- Report on program & financial activities
- Attend monthly director meetings
- Participate in statewide events





Budget Overview

- **Budget narrative format in Appendix**
 - An Excel template is available at www.michigan.gov/mcsc
- **All program expenses must be recorded in budget narrative**





Section I. Program Operating Costs
A. Personnel Expenses

| Position/Title -Qty -Annual Salary -% Time | CNCS Share | Grantee Share | Total Amount |
|---|-----------------------|--------------------------|-------------------------|
| Director:: - 1 person(s) at 52185 each x 33.02 % usage | 0 | 17,231 | 17,231 |
| Program Coordinator:: - 1 person(s) at 32496 each x 25.01 % usage | 0 | 8,127 | 8,127 |
| Secretary:: - 1 person(s) at 34496 each x 31.56 % usage | 0 | 10,887 | 10,887 |
| Finance:: - 1 person(s) at 57028 each x 4.77 % usage | 0 | 2,720 | 2,720 |
| Member Supervisors at 10-13 sites:: - 10 person(s) at 30000 each x 3.78 % usage | 0 | 11,340 | 11,340 |
| Mentor Tutor- Literacy/Trainer:: - 1 person(s) at 74003 each x 5.56 % usage | 0 | 4,115 | 4,115 |
| CATEGORY Totals | 0 | 54,420 | 54,420 |



B. Personnel Fringe Benefits

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|---|------------|---------------|--------------|
| FICA: 7.65% of all Wages | 0 | 4,163 | 4,163 |
| Workers Compensation: .0011 of Director Wage, .0011 of Program Coordinator Wages, .0012 of Secretary Wage, .0011 of Finance Wage, .0011 of Supervisors Wage, .0011 of Mentor Wage | 0 | 61 | 61 |
| Life Insurance: .0021 Director Wage, .0021 Program Coordinator Wage, .001 Secretary Wage, .0021 Finance Wage, .0021 Supervisors Wage, .0021 Mentor Wage | 0 | 10 | 10 |
| Unemployment: Currently not charged | 0 | 0 | 0 |
| Terminal Leave: Director, Program Coordinator, Mentor, Secretary & Finance 1% of wage | 0 | 431 | 431 |
| Pension: MPSERS: MI Public School Employees Retirement Fund (MPSERS) @ 36.7% of wage for Director, Prog.Coord., Trainer, Sec'y & Finance. Supervisors is 11,340*.2935=\$3,328 | 0 | 19,139 | 19,139 |
| Health, Vision, Dental & LTD: Director @ 28.23% of Wage Prog. Coord. @ 55.62% of Wage Secretary@ 19.33% of Wage Finance @ 27.15% of Wage Supervisors@ .18% of Wage Mentor@ 24.58% of Wage | 0 | 13,260 | 13,260 |
| CATEGORY Totals | 0 | 37,064 | 37,064 |



C. Travel

Staff Travel

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|--|---------------|------------------|-----------------|
| Travel to CNCS-Sponsored Meetings: CNCS-Sponsored Mtgs:Conf 4 nights,Hotel@ \$150+tx x 4 nights=\$600; airfare \$450, food \$29.25 (bfast@\$8.25 + dinner @\$21) x 5 days= \$146; cab fare @ \$100 RT, mileage to airport RT @ 347 miles x .54=\$188; conf reg fee @ \$516 | 2,000 | 0 | 2,000 |
| Lodging/Meals: 5 Trips (Lodging \$65; Meals \$7 Breakfast + \$17 Dinner= Daily \$24) = \$89 Daily * 5 Trips = \$445 [(\$65+\$24)*5=\$445] | 0 | 445 | 445 |
| Local Travel to Sites: Director & Program Coordinator local travel to sites 12 months X 54mi X \$0.54mile/ | 0 | 345 | 345 |
| Travel to MCSC-Sponsored Meetings: 5 trips X 852 miles X \$0.54/mi = \$2,300. Car rentals, gas, bridge | 2,300 | 0 | 2,300 |
| CATEGORY Totals | 4,300 | 790 | 5,090 |



Member Travel

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|--|---------------|------------------|-----------------|
| Member Travel to Trainings: Mbr trav to mnthly mtgs: 13avg mbrs * 27avg miles * \$0.54max/mi X 19mtgs. Dist mbrs > 50miles. Hotel 2mbrs @ \$65 night* 6 nights=\$780. Ovrnight only-Brkfst \$7*10=\$70, Dinn \$17 *14=\$238, hotel cost less than daily mileage. Mileage for reg svc proj | | 0 | 4,639 |
| Member Lunches: Member Lunches for All day working lunches @ 12 trainings X 13 mbrs X \$8 meal | | 0 | 1,248 |
| LeaderCorps Travel to Required State Meetings: 852* \$.54/mi*3 Trips=\$1380 Bridge \$8*3 trips = \$24 Meals \$24(\$7 Breakfast / \$17 Dinner*3 Trips*13 mbrs = \$936(2 Statewide Meetings and one Mbr Celebration required) Emerg Lodge \$65*3=\$195 due to over 400miles in inclement weather 1380+24+936+195 | | 0 | 2,535 |
| CATEGORY Totals | | 0 | 8,422 |



E. Supplies

| Item -Calculation | CNCS Share | Grantee Share | Total Amount |
|--|------------|---------------|--------------|
| Member Uniforms: 13 @ \$42 per member(max \$70 per member) for AmeriCorps Logo Gear: T-shirts-\$10, Long Sleeved Top-\$30, Lapel Pin-\$2 | 444 | 102 | 546 |
| CATEGORY Totals | 444 | 102 | 546 |



Member Training

| Purpose -Calculation -Daily Rate | CNCS Share | Grantee Share | Total Amount |
|---|---------------|------------------|-----------------|
| A-Z Reading Training Materials: A-Z reading training materials: \$17 per member *13 members.- Daily Rate of 0 | 0 | 221 | 221 |
| Member Development and Literacy Materials: Materials: DIBELS Admin. Manual and progress monitoring materials, explicit phonics and phonics for reading. Orton-Gillingham program Training Manual and instructional materials \$75 * 13 members- Daily Rate of 0 | 0 | 975 | 975 |
| MCSC statewide event registration fees (Signature Service Project & Member Celebration): 13 members *\$75 = \$975- Daily Rate of 0 | 0 | 975 | 975 |
| CATEGORY Totals | 0 | 2,171 | 2,171 |



I. Other Program Operating Costs

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|--|---------------|------------------|-----------------|
| Background Checks: Background Checks- 13 mbrs* \$80 FBI fingerprint scans for members & staff (Staff criminal history checks done prior year no amount required to be budgeted this grant year). | 0 | 1,040 | 1,040 |
| Recruitment: Advertising Job Fair Fee | 0 | 75 | 75 |
| CATEGORY Totals | 0 | 1,115 | 1,115 |
| SECTION Totals | 5,444 | 104,159 | 109,603 |



Section II. Member Costs

A. Living Allowance

| Item -# Mbrs w/ Allow -Allowance Rate -# Mbrs w/o Allow | CNCS Share | Grantee Share | Total Amount |
|---|------------|---------------|--------------|
| Full Time (1700 hrs): 11 Member(s) at a rate of 12530 each Members W/O allowance 0 | 103,372 | 34,458 | 137,830 |
| 1-Year Half Time (900 hours): 2 Member(s) at a rate of 6633 each Members W/O allowance 0 | 9,950 | 3,316 | 13,266 |
| Reduced Half Time (675 hrs): Member(s) at a rate of each Members W/O allowance | 0 | 0 | 0 |
| Quarter Time (450 hrs): Member(s) at a rate of each Members W/O allowance | 0 | 0 | 0 |
| Minimum Time (300 hrs): Member(s) at a rate of each Members W/O allowance | 0 | 0 | 0 |



B. Member Support Costs

| Purpose -Calculation | CNCS Share | Grantee Share | Total Amount |
|--|---------------|------------------|-----------------|
| FICA for Members: \$151,096 * 7.65% | 8,669 | 2,890 | 11,559 |
| Worker's Compensation: \$151,096 * .0010% | 113 | 38 | 151 |
| Health Care: 8 FT Members * \$175 each * 12 months = \$2,100 | 16,300 | 500 | 16,800 |
| CATEGORY Totals | 25,082 | 3,428 | 28,510 |
| SECTION Totals | 138,404 | 41,202 | 179,606 |



Section III. Administrative/Indirect Costs

A. Corporation Fixed Percentage

| Item -Calculation | CNCS Share | Grantee Share | Total Amount |
|--|---------------|------------------|-----------------|
| Corporation Fixed Amount: | | 0 | 0 |
| Commission Fixed Amount: MCSC Retained Admin Costs(total of Section 1 and Section II) $(143,848 \times .0526 \times .20)$ | 1,513 | 0 | 1,513 |



Match Requirements

- **Michigan's AmeriCorps programs work toward sustainability by increasing cash and in-kind match over time.**
- **First three years of funding:**
 - 76% CNCS
 - 24% Grantee Match
- **Fourth year and beyond**
 - Match increases incrementally until 50/50 by year 10.





2017-2018 Application Process

Submission Instructions

- **Intent to Apply due September 28, 2016**
- **Concept paper (via email) October 7, 2016 to MCSC**
 - Title Page
 - Program Narrative
 - Budget Narrative
 - Latest Financial Audit
 - Financial management survey





2017-2018 Application Timeline

- **Peer Review - Oct. 24**
- **Interviews, if applicable – Oct.31 – Nov 2**
- **Technical Assistance Session – November 10**
- **Comprehensive Grant Application due December 14**
- **Funding decisions announced May/June, 2017**



Tips for Writing a Successful Proposal

- **Fully read the application package.**
- **Follow the application guidelines for spacing & font size.**
- **Answer the questions according to the guidelines.**
- **Address all criteria with detail.**
- **Do not include attachments.**
- **Answer the questions according to the weight assigned.**
- **Do not copy & paste existing applications.**
- **Submit your application according to the requirements/ checklist.**



For More Information...

AmeriCorps Website:

www.americorps.gov

MCSC Website:

www.michigan.gov/mcsc



Questions

